

## Renewing a Contractor License in CityView Portal

**IF YOU ARE A SOLE PROPRIETOR YOU ARE REQUIRED TO APPLY FOR THE LICENSE IN PERSON.**

**YOU MUST BE SIGNED IN TO THE PORTAL TO RENEW A LICENSE.  
IF YOUR COMPANY IS NOT REGISTERED IN OUR PORTAL, GO TO THE PORTAL HELP PAGE  
AND FOLLOW THE INSTRUCTIONS TO REGISTER AS AN EXISTING CONTRACTOR BEFORE YOU  
PROCEED.**

1. **Sign in** to your CityView Portal account at: <https://cityviewportal.thorntonco.gov/>
2. From the home page click on the **My Items** link at the top of the page.
3. Click on the **My Contractor License Applications** heading.
4. Click on the **Renew this License** button
5. **Review and edit** any outdated information.
  - A. Make sure to enter your General Liability **insurance information (company, policy#, expiration)**
6. Click on the **Next Step** button at the bottom of the page.
7. Click the **Browse** button under the applicable submittal type to find and attach your file(s).
8. A Reminder box will pop up, click **OK**.
9. Review the information, then **type in the CAPCHA letters/numbers** that you see into the box underneath.
10. Click on **Next Step**.
11. We will review the information and documents submitted. It could take several days. You will receive notification if anything is missing or once the application is accepted. If your application is accepted we will send an email with instructions on how to pay for your renewal.

**\*YOU MAY RENEW YOUR LICENSE NO EARLIER THAN 30 DAYS PRIOR TO YOUR LICENSE EXPIRATION.**

**\*IF THE RENEWAL IS NOT AVAILABLE ONLINE PLEASE CONTACT OUR OFFICE AS WE MAY HAVE TO CREATE THE RENEWAL OPTION FOR YOU TO ACCESS IT ON THE SYSTEM.**